

Internship Summaries Semester 2

Lamar University Internship Portfolio

District-Supervised Internship Summary Report and Validation				
<p>Directions: This Campus-Supervised Internship Summary Report is for your use as a planning worksheet. As you plan out the district-supervised Internship hours, do the following:</p> <ul style="list-style-type: none"> Include at least one district-supervised activity under each competency. Make sure your district-supervised activities total a <u>minimum of 115 hours per semester</u> (230 total) as specified in the following domains: <ul style="list-style-type: none"> – Domain I School Community Leadership: minimum of 36 hours per semester – Domain II Instructional Leadership: minimum of 52 hours per semester – Domain III Administrative Leadership: minimum of 27 hours per semester 				
		Brief Description of the Activity	Date of the Activity	Internship Hours
Domain I: School Community Leadership	Competency 001	Attend School Board Meetings	1/10/11, 5/9/11	4
		Work on developing interpersonal skills	10/1/10-6/12/11	4
	Competency 002	Consensus Building: Facilitating IEP workshop	2/8/11	6
		Serve on District SBDM Team	5/12/11	4
	Competency 003	Plan and host 8th grade tours & parent info night	2/15/11	8
		Participate in community honors luncheon	5/12/11	4
		Media interview	5/26/11	2
		Compile list of available social agencies.	6/13/11	2
		Assess role of parents on site based council	5/12/11	2
		Required Hours for Domain I: minimum of 36 hours per semester	Internship Hours for Domain I	40

Lamar University Internship Portfolio

Domain II: Instructional Leadership	Competency 004	Provide evidence I do what I tell others to do.	10/1/10- 6/12/11	4
	Competency 005	Curriculum planning meetings (SS & ELA)	5/16/11 & 5/19/11	6
		Plan & supervise co-curricular activity	2/23/11, 4/21/11, 4/25/11	12
		Participate in staffing meeting for a special education student	1/28/11	2
		Participate in scheduling process at high school.	4/1/11-6/8/11	6
		Interview elem. principals about scheduling.	6/7/11 & 6/9/11	2
	Competency 006	Meet with teachers to discuss motivational strategies to help students succeed on TAKS.	3/3/11 & 3/10/11	2
		Develop & implement TAKS Blast initiative	4/7/11-4/21/11	8
		STAAR Workshop with district administrators.	5/23/11	6
	Competency 007	Presentations at TASA Mid-winter conference.	1/31/11, 2/1/11, 2/2/11	20
	Required Hours for Domain II: minimum of 52 hours per semester		Internship Hours Earned for Domain II	68

Lamar University Internship Portfolio

Domain III: Administrative Leadership	Competency 008	Compile list for professional library.	1/1/11-6/12/11	4
		Technology meeting with district asst. principals	6/2/11	3
		Review campus policies/ handbook for high school.	6/3/11 & 6/7/11	6
		Participate in district PEIMS audit	5/19/11	2
	Competency 009	Review district transportation policies.	6/10/11	1
		Review food service policies.	6/10/11	1
		Observe food service workers.	5/18/11	1
		Develop campus grade-level teams/ leadership.	(Comp. 10) 6/2/11, 6/3/11	4
		(Comp. 10) Participate in graduation/ career plan discussion with students.	5/2/11- 5/20/11	6
		Interview people on both sides of an issue.	4/30/11, 5/16/11	2
	Required Hours for Domain III: minimum of 27 hours per semester		Internship Hours Earned for Domain III	30
			Total campus-supervised hours	138

Intern's Signature: Kristine Beason Date: 6-14-11
 Site Supervisor's Signature: Pauline Hargrove Date: 6-14-11

This document must be mailed, faxed, or hand delivered.

MAIL TO:
 Lamar University
 Attention: Dr. Elvis Arterbury
 P.O. Box 10034
 Beaumont, TX 77710

FAX TO:
 409-880-8685